

INVOICE FORMWestchester Town Center BID
Westchester Business Improvement Assn. 2011-2012

INDIVIDUAL/ORGANIZATION NAME		FISCAL YEAR	AFE OR CONTRACT NUMBER	
8929 S. Sepulveda, #130		Los Angeles	CA	90045
ADDRESS		CITY	STATE	ZIP CODE
Don Duckworth 310-417-9030		310-417-9031	duckworth.donald@gmail.com	
CONTACT	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
26-0569506		0002266685-0001-1		
SOCIAL SECURITY NUMBER/FEDERAL I.D. NUMBER			BUSINESS TAX REGISTRATION NO.	

Department of Cultural Affairs
201 North Figueroa Street, Suite 1400
Los Angeles CA 90012

() AFE
() Personal Svcs. Contract
() Sub P.O./Purchase Order

Please describe below, the service provided for which payment is being requested; Include the date, time and place of the event:

Design and production of window art in commercial center by local school students coordinated by Otis College of Art & Design students/class. 9100 S. Sepulveda and adjacent neighborhood.

PLEASE PAY THE AMOUNT OF: \$ 2,500.00

I certify under penalty of perjury that the service(s) for which payment is hereby requested has/have been performed by me, or the above organization that I represent, in full compliance with the requirements and/or provisions of the contract/AFE.

DATE	SIGNATURE	TITLE
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FOR DCA USE ONLY:

This section is to be completed by an authorized employee of the Center/Facility/Division overseeing the Contract/AFE.

SERVICES & DOCUMENTS REQUIRED BY CONTRACT OR AFE # _____ WERE RECEIVED BY
ME ON ____ - ____ - ____ AND I HEREBY APPROVE THIS INVOICE FOR PAYMENT

AUTHORIZED SIGNATURE _____

DATE _____

FOR DCA ACCOUNTING USE ONLY:

() Receipt Verification

I certify that the materials, supplies, or services covered by this bill were received and/or verified by me on _____ and compliance with the contract terms.

() Living Wage Ordinance on file, if applicable

() Insurance Verification

I certify that evidence of approved insurance is on file in the City Attorney's Office, if applicable

() Declaration of Compliance of the Equal Benefits Ordinance is on file

SIGNATURE _____

DATE _____